

BOARD OF EXAMINERS OF SHEET METAL WORKERS

SHEET METAL SCHOOL LICENSE APPLICATION

1) Application Date: ____ - ____ - ____

2) School Name: _____

3) School Address: _____
No. Street Suite #

City/Town State Zip Code

4) E-mail Address: _____
Please note: EMAIL is the primary means of contact for routine correspondences during the application process.

5) Preferred Communication: Email ____ Mail ____

6) Telephone : School ____ - ____ - ____ Ext. ____
Mobile ____ - ____ - ____
Other ____ - ____ - ____ Ext. ____

7) Fax : Fax No. ____ - ____ - ____ Ext. ____

8) School Type: Public ____ Private ____ Proprietary ____

9) Please list the Authorized Representative (principal owner, director or administrator or record):

_____ First	_____ Middle	_____ Last	_____ Date of Birth

_____ No.	_____ Street	_____ Apt. #	

_____ City / Town	_____ State	_____ Zip Code	
Sheet Metal License # (if applicable) _____			

10) Please list the schools lead instructor with Sheet Metal License #:

First	Middle	Last	License No.
No.	Street	Apt. #	
City / Town	State	Zip Code	

11) Please list all other branch locations and

Branch Location:

No.	Street	Suite #
City/Town	State	Zip Code
No.	Street	Suite #
City/Town	State	Zip Code
No.	Street	Suite #
City/Town	State	Zip Code
No.	Street	Suite #
City/Town	State	Zip Code
No.	Street	Suite #
City/Town	State	Zip Code

12) Please list all other instructors with sheet metal license #:

First	Middle	Last	License No.
No.	Street	Apt. #	
City / Town	State	Zip Code	

First	Middle	Last	License No.
No.	Street	Apt. #	
City / Town	State	Zip Code	

First	Middle	Last	License No.
No.	Street	Apt. #	
City / Town	State	Zip	

First	Middle	Last	License No.
No.	Street	Apt. #	
City / Town	State	Zip	

First	Middle	Last	License No.
No.	Street	Apt. #	
City / Town	State	Zip	

First	Middle	Last	License No.
No.	Street	Apt. #	
City / Town	State	Zip	

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No.	Street	Apt. #	
City / Town	State	Zip	

First	Middle	Last	License No.
No.	Street	Apt. #	
City / Town	State	Zip	

First	Middle	Last	License No.
No.	Street	Apt. #	
City / Town	State	Zip	

- 13) Has any disciplinary action been taken against the school or the school's principal owners and/or administrators by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes: ☐ No: ☐

If yes, please state the details (use a separate sheet if necessary):

- 14) Is the school or the school's principal owners and/or administrators of record the subject of any pending disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes: ☐ No: ☐

If yes, please state the details (use a separate sheet if necessary):

- 15) Has the school or school's principal owners and/or administrators of record ever voluntarily surrendered or resigned a professional license to a licensing/certification board in the United States or any country or foreign jurisdiction? Yes: ☐ No: ☐

If yes, please state the details (use a separate sheet if necessary):

- 16) Has the school's principal owners and/or administrators of record ever been convicted of, or admitted to, a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$200.00 was assessed? Yes: ☐ No: ☐

If yes, please state the details (use a separate sheet if necessary):

- 17) Please provide the following Bond information (if applicable):

Bond Company _____

Bond Number _____

Effective Date ____ - ____ - ____

Expiration Date ____ - ____ - ____

Bond Amount \$ ____ , ____ . ____

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of Examiners of Sheet Metal Workers to deny me the right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts Law. I further attest that, pursuant to G.L. c.62C, §49A, to the best of my knowledge and belief, I have filed all Massachusetts tax returns and paid all Massachusetts taxes required by law.

Signature of Principal Owner/Director/Administrator

Date of Birth (mm/dd/yyyy)

Date

**YOU MUST INCLUDE THIS
APPLICATION CHECKLIST
WITH YOUR APPLICATION**

In checking each box below, I certify, under the pains and penalties of perjury, the truth of the corresponding statement:

- ☐ I have included a detailed floor plan
- ☐ I have included a copy of the occupancy permit
- ☐ I have included a copy of the student contact and fees (if applicable)
- ☐ I have included a detailed outline of the sheet metal curriculum
- ☐ I have included the "CORI Authorization Form"
- ☐ I have included the \$ 300.00 non-refundable application / license fee payable to the
"Commonwealth of Massachusetts"

MANDATORY

Please list the social security number for the Authorized Representative (principal owner, director or administrator of record) and the school's Federal Identification Number:

My Social Security is:

--

AND

School Federal Identification Number is:

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Pursuant to G.L. c. 62C, § 47A, the Division of Professional Licensure is required to obtain your Social Security and Federal Identification Number and forward it to the Department of Revenue. The Department of Revenue will use these numbers to ascertain whether you are in compliance with the tax laws of the Commonwealth.

Signature of Principal Owner/Administrator of Record

Date of Birth

Date

Mail your application materials to:

DPL - Board of Sheet Metal, 1000 Washington Street – Suite 710, Boston, MA, 02118 - 6100.

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

The Division of Professional Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, "Division of Professional Licensure"] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services ("DCJIS"). I hereby acknowledge and provide permission to the Division of Professional Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Professional Licensure written notice of my intent to withdraw consent to a CORI check.

FOR LICENSING PURPOSES ONLY:

The Division of Professional Licensure may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the Division of Professional Licensure must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature

Date

NOTE: DPL CANNOT ACCEPT THIS TWO-PAGE CORI ACKNOWLEDGMENT FORM UNLESS IT IS EITHER (1) SIGNED IN PERSON AT THE BOARD'S OFFICES IN THE PRESENCE OF A DPL EMPLOYEE WHO HAS VERIFIED THE APPLICANT'S IDENTITY THROUGH ACCEPTABLE IDENTIFICATION, OR (2) SIGNED IN THE PRESENCE OF A NOTARY PUBLIC WHO HAS LIKEWISE VERIFIED IDENTITY AND THEN MAILED OR OTHERWISE DELIVERED TO THE BOARD'S OFFICES AT THE ADDRESS SET FORTH ABOVE.

SUBJECT INFORMATION: (A red asterisk (*) denotes a required field)

*Last Name *First Name Middle Name Suffix

*Maiden Name (or other name(s) by which you have been known)

*Date of Birth Place of Birth

*Last Six Digits of Your Social Security Number: _____ - _____

Sex: _____ Height: ____ ft. ____ in. Eye Color: _____

Driver's License or ID Number: _____ State of Issue: _____

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

IDENTITY VERIFICATION SECTION: If this form is submitted by hand at DPL Offices, Section A must be completed. Otherwise, Section B must be completed.

SECTION A: VERIFICATION BY DPL EMPLOYEE: I hereby certify that I verified the identity of the above-referenced subject by reviewing the following form(s) of government-issued identification:¹

☐ Passport ☐ State Issued driver's license ☐ Military identification ☐ State-issued identification card

VERIFIED BY: _____
Name of Verifying DPL Employee (Please Print)

Signature of Verifying DPL Employee Date

SECTION B: VERIFICATION BY NOTARY:

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ (name of document signer), and proved to me through satisfactory evidence of identification, which was the following:[†]

☐ Passport ☐ State-issued driver's license ☐ Military identification ☐ State-issued identification card

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Notary Public: Notary Commission Expires On

¹ If a subject does not have an acceptable government-issued identification, his or her identity shall be verified by other forms of documentation as determined by DCJIS. 803 CMR 2.09(2).